

## **Purpose**

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Use this procedure to change an expense report.

### **Trigger**

An Expense Report needs to be changed.

### **Prerequisites**

- An expense report must already be saved.
- Employee must be able to log into the ESS portal.

### **Menu Path**

There is no menu path for actions through the portal.

### **Transaction Code**

Portal

### **Helpful Hints**

- None

**Procedure**

1. Start the transaction using the menu path or transaction code.

**Universal Worklist - SAP NetWeaver Portal**

2. Click the **Employee Self-Service** tab .

**My Overview - SAP NetWeaver Portal**

3. Click the **My Travel and Expenses** tab .

**PageBuilder**

4. Click the **My Trips and Expenses** label .

**Traveler Work Center**

5. Click the **All My Expense Reports** label.
6. Select an expense report to change by clicking the **Gray Box** to the right of the correct row. For this example, click **Trip Number 197**.



Approved Expense Reports can not be changed.

7. Click the **Change** button .

**Expense Report**

8. Changes to any Expense Report Data can be made the same as entering an expense report for the first time. Changing starts the approval process over from the beginning. From this screen onwards, the process is same as the BPP titled **Create New Expense Report**. For this example, click the **Cancel** button.



If you change an expense report currently in the approval process, it will terminate the approval process.



What constitutes a change? Clicking on the Save **Draft** button on any screen, or clicking the **Save** or **Save and Submit** button on the final screen.

Use to cancel button to return to the main screen without saving the changes in which case current workflows will not be affected.

9. Click the **Review** button .



After all changes to the expense report are made, proceed as described in the BPP titled **Create Expense Report**.

10. Click the **Save and Send for Approval** radio button if the expense report is ready for approval. Any imaged documents required must be completed before submitting for approval.
11. Click the **Save and Send for Approval** button  if all imaged documents have been imaged.
12. Click the **Exit** button .

**Result**

You have successfully changed an Expense Report.